

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Special Staff, Logistics Office

DATE: 28 January 1954

FROM : Chief, Administrative Staff

SUBJECT: Weekly Activity Report

1. GENERAL

a. Agency Regulations (continued item)

Logistics Office concurrence was given to the following proposed agency regulatory issuances: [redacted] General - Receipt of Funds, and [redacted]

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Logistics Office comment was made to proposed [redacted] This notice was discussed in detail at a meeting held 7 January 1954 by the Regulations Development Committee. Logistics Office comments pertained to 3 paragraphs of [redacted] upon which no final agreement was reached at the meeting.

b. Logistics Office Notices and Instructions (continued item)

No change

2. PROJECTS AND STUDIES IN PROGRESS

a. Logistics Support Course (continued item)

The Logistics Office Training Officer attended the DD/P training meeting this week at which time he announced and described the second Logistics Support Course which is scheduled to begin on 15 February.

b. Review of Training Requirements Suggested through Personnel Evaluations (continued item)

Conferences are now being held with supervisors in regard to training requirements suggested for their employees in personnel evaluation reports.

c. DD/A Intelligence Refresher Course (continued item)

No change

3. OTHER ITEMS OF INTEREST

a. Personnel Report (continued item)

OK { The on duty strength for the week ending 27 January 1954 is

A report of personnel in process submitted 25 January showed 19 processing into IO from outside CIA.

b. Meeting on EE/Field Needs for Logistics Personnel (new and completed item)

[Redacted]

c. Review of IO Career Designations (continued item)

No change

d. Basic Intelligence Course (SUP) (continued item)

No change

e. Vital Material Program (continued item)

No change

f. Work Program - Administrative Staff (continued item)

No significant changes.

g. Logistics Office Funds - FY 1954 - (continued item)

No change

5. MAJOR OBJECTIVES

a. Career Service Program (continued item)

Logistics Career Designation Review Committee met 21 January and recommended IO career designations be approved for 5 employees. Action was deferred in 4 cases pending review of current duties being performed and interview of employees to determine their preference.

b. Logistics Career Service Board met 26 January. Procedure for handling personnel actions has been streamlined by eliminating Board consideration of all except those cases involving policy matters, standards, jurisdictional problems, adverse decisions, or controversial cases not covered by present policies. It is estimated that the time heretofore consumed by Board meetings

better agenda

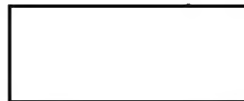
b. Logistics Office Training Program (continued item)

Training Officer attended the monthly meeting of DD/A training officers on 26 January. Discussions were held regarding simplification of procedure for processing training requests.

Two Area Division supply personnel have been sent to for an on-the-job training tour. Their training schedules have been worked out through arrangements with the Office of Training.

Two Logistics Office personnel are scheduled to attend the Management Course sponsored by the Office of Training beginning 1 February.

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IO/AS/WSW:lmr

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